



California Environmental Protection Agency

Air Resources Board • Department of Pesticide Regulation • Department of Toxic Substances Control
Integrated Waste Management Board • Office of Environmental Health Hazard Assessment
State Water Resources Control Board • Regional Water Quality Control Boards



Linda S. Adams
Secretary for
Environmental Protection

Arnold Schwarzenegger
Governor

Certified Mail: 7003 1680 0000 6174 8425

May 22, 2007

Mr. Steve Anderson
Hazardous Materials Officer
Roseville City Fire Department
401 Oak Street, Suite 402
Roseville, California 95678

Dear Mr. Anderson:

The California Environmental Protection Agency (Cal/EPA) conducted a program evaluation of Roseville City Fire Department's Certified Unified Program Agency (CUPA) on April 12, 2007. The evaluation was comprised of an in-office program review. The State evaluator completed a Certified Unified Program Agency Evaluation Summary of Findings with your agency's program management staff, which includes identified deficiencies, with preliminary corrective actions and timeframes, program observations and recommendations, and examples of outstanding program implementation.

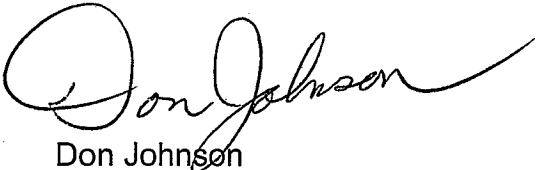
The enclosed Evaluation Summary of Findings is now considered final and based upon review, I find that Roseville City Fire Department's program performance is satisfactory with some improvement needed. To complete the evaluation process, please submit Deficiency Status Reports to Cal/EPA that depict your agencies progress towards correcting the identified deficiencies. Please submit your Deficiency Status Reports to Kareem Taylor every 90 days after the evaluation date. The first deficiency progress report is due on July 11, 2007.

Cal/EPA also noted during this evaluation that Roseville City Fire Department has worked to bring about a number of local program innovations, including: meeting an inspection frequency standard that is far above the regulatory mandate for most of the program elements and implementing an incentive program that reduces local permit fees to facility owners for consistent compliance. We will be sharing these innovations with the larger CUPA community through the Cal/EPA Unified Program web site to help foster a sharing of such ideas statewide.

Mr. Steve Anderson
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Thank you for your continued commitment to the protection of public health and the environment through the implementation of your local Unified Program. If you have any questions or need further assistance, you may contact your evaluation team leader or Jim Bohon, Manager, Cal/EPA Unified Program at (916) 327-5097 or by email at jbohon@calepa.ca.gov.

Sincerely,

A handwritten signature in black ink that reads "Don Johnson". The signature is fluid and cursive, with the first name "Don" being more prominent than the last name "Johnson".

Don Johnson
Assistant Secretary
California Environmental Protection Agency

cc: Mr. Kevin Graves (Sent Via Email)
State Water Resources Control Board
P.O. Box 944212
Sacramento, California 94244-2102

Mr. Charles McLaughlin (Sent Via Email)
Department of Toxic Substances Control
8800 Cal Center Drive
Sacramento, California 95826-3200

Ms. Vickie Sakamoto (Sent Via Email)
Office of the State Fire Marshal
P.O. Box 944246
Sacramento, California 94244-2460

Mr. Brian Abeel (Sent Via Email)
Governor's Office of Emergency Services
P.O. Box 419047
Rancho Cordova, California 95741-9047

Mr. Mickey Pierce (Sent Via Email)
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CERTIFIED UNIFIED PROGRAM AGENCY EVALUATION SUMMARY OF FINDINGS

CUPA: Roseville City Fire Department

Evaluation Date: April 12, 2007

EVALUATION TEAM

Cal/EPA: Kareem Taylor

This Evaluation Summary of Findings includes the deficiencies identified during the evaluation, program observations and recommendations, and examples of outstanding program implementation activities. The evaluation findings are preliminary and subject to change upon review by state agency and CUPA management. Questions or comments can be directed to Kareem Taylor at (916) 327-9557.

	<u>Deficiency</u>	<u>Preliminary Corrective Action</u>
1	<p>The CUPA did not report the surcharge amount totals in the Annual Single Fee Summary Report (Report 2) for fiscal years (FYs) 04/05 and 05/06.</p>	<p>By September 30, 2007, submit the CUPA's complete FY 06/07 Annual Summary Report 2 that includes the surcharge totals.</p>
	Title 27, Section 15290 (a)(1)(C) (Cal/EPA)	
2	<p>The CUPA did not correctly report the number of informal enforcement actions taken for facilities with violations in their Annual Enforcement Summary Report (Report 4) for FY 03/04, 04/05, and 05/06. Instead, the CUPA reported each inspection as an informal action. Examples are below. Fire code information should not be reported on the CUPA Annual Summary Reports.</p> <ul style="list-style-type: none"> For FY 05/06, the CUPA reported that it inspected 305 Hazardous Materials Release Response Plan (HMRRP) facilities in Annual Inspection 	<p>By September 30, 2007, submit the CUPA's FY 06/07 Annual Summary Report 4 that correctly reports the "number of informal enforcement actions" that pertains directly to CUPA program element violations reported in the "number of facilities with violation type" columns. For the HMRRP, CalARP, and UST program elements, report the facilities cited for any violations in the "other" violation type column.</p> <p>Definition:</p>

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<p>Summary Report (Report 3) and implemented 305 informal enforcement actions in Report 4. Only 39 HMRRP facilities were reported for violations.</p> <ul style="list-style-type: none">For FY 05/06, the CUPA reported that it inspected 4 CalARP facilities in Report 3 and implemented 4 informal enforcement actions in Report 4. Only 2 CalARP facilities were reported for violations. <p>Annual Summary Reports 3 and 4 for FYs 03/04 and 04/05 have similar discrepancies as the examples above.</p> <p>Title 27, Section 15290 (a)(2)(3) (Cal/EPA)</p>	<p>Informal enforcement is an action other than a formal enforcement action that notifies the regulated business of its non-compliance and establishes a date by which that non-compliance is to be corrected. Examples include a letter or notice of violation. Informal actions do not impose sanctions.</p>
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CUPA Representative

Steven Anderson
(Print Name)

Steven Anderson
(Signature)

Evaluation Team Leader

Kareem Taylor
(Print Name)

Kareem Taylor
(Signature)

Certified Unified Program Agency (CUPA)
Evaluation Summary of Findings

PROGRAM OBSERVATIONS AND RECOMMENDATIONS

The observations and recommendations provided in this section simply address those areas not specifically required of the CUPA by regulation or statute and are provided for continuous program improvement only.

1. **Observation:** The CUPA's policies and procedures binder contains all of the correction required in the March 23 and 24, 2004 evaluation. The binder did lack a table of contents that lists the documents in each tabs for the entire binder.

Recommendation: Create a separate table of contents that lists the documents within each tab of the policies and procedures binder. The new table of contents should be the first item in the binder.

2. **Observation:** Some of the inspection reports reviewed contained signatures from facility owners/operators that certified RTC, but other inspection reports contained dates, "Cs" (for corrected or compliant), or "OKs" next to the violations. Some contained a check in a checkbox labeled "returned to compliance within established standard." All of these document RTC; however, a signature on the inspection report from facility owners/operators certifying RTC in conjunction with the other notations mentioned is viewed as the best method of documenting RTC.

Recommendation: Have all facility owners/operators certify RTC by signature in the provided RTC area on the inspection report or on a separate certification form.

EXAMPLES OF OUTSTANDING PROGRAM IMPLEMENTATION

1. The CUPA has a web site that is convenient and easy to navigate. The CUPA manager's contact information is clearly displayed on the first page of the site. The site also contains all of the Unified Program Consolidated Forms (UPCFs) for owner/operators to access, web links to the Cal/EPA web site and other useful sites, and a detailed fee schedule. In addition, the web site contains helpful guides, report forms, sample documents such as:
 - Safe drinking water and toxic enforcement act report form
 - Guide for the preparation of a hazardous materials business plan
 - Sample emergency response plan and procedures
 - Facility site plan and storage map instructions
 - Guidelines for storage of incompatible chemicals
 - Suggested format for job training program
2. For the past three FYs, the CUPA has continued to meet an inspection frequency standard that is far above the regulatory mandate for all program elements, except UST (UST facilities have an annual inspection frequency). The CUPA has met an annual inspection frequency for all of its program elements. This can be attributed to the CUPA's discipline to meet its goals and its ability to organize priorities. This is truly an outstanding achievement.
3. The CUPA has implemented an innovative program that rewards facility owners for consistent compliance. The CUPA offers a 25% reduction in local permit fees for facilities that have not been cited for any major violation of the hazardous waste control law and have not had any major fire code violations or any repeat violations from the previous year's inspection.
4. The UST files contain overhead color photos of the facilities. This is helpful because the photos give CUPA staff and emergency response personnel a visual perspective of the facilities locations.
5. The CUPA has developed a Hazardous Materials Business Plan (HMBP) information packet for each business plan facility. This packet is kept in emergency responders' binders for easy access in case of an emergency. A HMBP packet includes the following: facility UPCFs, UST forms, emergency response procedures, facility site plan and storage map, first aid procedures, an employee training log, and a training plan.
6. Roseville Fire Department hosted a UST inspector training course December 6, 2006. Course participants and Laura Chaddock, UST Program Leak Prevention Technical Unit Chief, have commended Roseville's UST program manager for his outstanding efforts in organizing the course. The course evaluations and letter from the UST Program Leak Prevention Technical Unit Chief are testament to the success of this UST training.